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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 11 August 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 32

L. SIGNIFICANT ITEMS: None

II. OTHER ITEMS:

A. BUDGET - The Comptroller has advised DTR that no additional funds will be provided to pay increased per diem rates, mileage rates, and increases in overtime rates based on the new pay scale. Such increases must be absorbed within currently approved OTR funds. A tentative Regulation, [] provides additional administrative controls concerning overtime payment to Grades GS-11 and above in lieu of employees taking compensatory time for overtime worked.

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C. T/O AMENDMENTS NOT AFFECTING CEILING - An inquiry as to the status of a new clerical position in the Office of the Director and the Administrative Officer GS-12 position at [] revealed that the Chief, Management Staff has not acted on these requests as yet. They were forwarded from OTR about one month ago. Steps have been taken to expedite final approval.

D. OTR VACANCIES - GS POSITIONS

Component

Professional

Clerical

Instructor Development Program
Plans & Policy Staff
Assessment & Evaluation Staff
Support Staff/Hdgs.
Support Staff [redacted]
Basic School
Intelligence School
LETS
Operations School/Hdgs.
Operations School [redacted]
Operations School [redacted]

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JOB NO. _____ FOX NO. _____ FILE NO. _____ DOC. NO. ZZ NO CHANGE
IN CLASS/ DEC 19 1953 CHANGED TO IS S C ART. JUST ZZ
REVIEW REV DEC 09 1953 DATE 13 Dec 59
NO. PES 8 CATION DATE _____ ORG COMP 11 OF 11 ORG CLASS S
REV CLASS C REV COORD. _____ AUTH: HR 703

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SECRETD. OTR VACANCIES - GS POSITIONS (Continued)

* Includes: 3 Clerk-Steno vacancies - 2 applicants in process.
 1 Time, Leave, Pay Clerk vacancy - 1 applicant
 in process.
 1 Mail Clerk vacancy
 1 [] vacancy

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E. A&E CONSULTANT - The Personnel Section completed final arrangements with [] for the A&E utilization of [] consultant, on 10-11 August 1955.

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F. [] has requested the BFO/TR for authority to increase per diem rates of staff personnel on TDY at Headquarters in accordance with recent per diem rate increases. The request was referred to the XO/TR for consideration and action.

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G. CONVERSION OF SPACE, BUILDING [] - Alterations were completed in Room 147, Building [] The room is now being utilized as a vault area by the Operations School and the Area Records Officer/TR.

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H. NEW PERSONNEL - [] reported for duty on 8 August 1955. [] primary responsibility will be Military Personnel, working under the direction of the Personnel Officer, OTR.

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I. COMMO REPLACEMENT FOR [] - The Office of Communications has selected a Commo Instructor [] to replace [] who recently resigned. [] reported to [] on 9 August 1955.

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25X125X1

J. INSTALLATION OF FLUORESCENT LIGHTING IN THE AUDITORIUM, R&S BUILDING- The contractor is gathering light fixtures and other required materials in the R&S Auditorium. Anticipated completion date of work is 19 August 1955.

K. [] U.S. SAVINGS BONDS - The Finance Officer, [] has again requested a policy determination concerning the initiation of a U.S. Savings Bond payroll deduction plan for [] employees. The request was referred to the XO/TR for further study and determination.

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L. PROCUREMENT OF DUPLICATING MACHINE FOR LANGUAGE AND EXTERNAL TRAINING SCHOOL - Two duplicating machines, one a "Contoura" and the other an Apeco "Autostat" were acquired as surplus from the Operations Office, Foreign Documents Division, and delivered to IETS/TR on 4 August. After a two-week trial period, one will be retained by IETS to reproduce lesson sheets, newspaper and magazine articles, visual aid charts, examinations, excerpts from texts, etc. The other machine will be turned over to the Supply and Services Section for disposal action.

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M. [] Weekly report of the utilization of []
[] for the period 3 August through 9 August 1955 is attached.

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[]

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Acting Chief, Administrative Branch/TR

Attachment

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